広報番号: 横須賀基地空席広報 **CFAY-FR-24-15(R)** Announcement No. 募集締切日: 14 Dec 15 VACANCY ANNOUNCEMENT **Closing Date** -Reissue-発行日: 24 Nov 15 Date of Issue Added Acceptable trainee level (採用可能見習い等級): 2-5 1.職種名 Job title (等級 Grade 6 /語学等級 LD 1) 募集人数 **4.募集範囲** Area of Consideration No. of I. □ 現 MLC/IHA 従業員(部隊内) Recruitment Current MLC/IHA Employee within Activity Cook Foreman B#2037 II. 図 現 MLC/IHA 従業員(通勤圏内) (コック フォアマンB) 1名 Current MLC/IHA Employee in commuting distance III. □ 現 MLC/IHA 従業員(全在日米軍) Acceptable trainee level (採用可能見習い等級): 2-5 Current MLC/IHA Employee Japan Wide IV. ☑ 外部 Off Base Applicant □事務系 □ 技能系 □ 保安系 □ 医療系 Blue Collar Trade Administrative Security Medical * Those who previously applied 2.部隊 Activity for VA# CFAY-FR-24-15 need Commander Fleet Activities, Yokosuka not to reapply. Fleet Readiness Department, 5.雇用の種類 Type of Employment **Club Operations Division** \square MLC Club Takemiya クラブ タケミヤ \bowtie IHA ☐ HPT 勤務場所 Working Place: 逗子市池子住宅地区 Ikego Housing area, Zushi │ 常用 Permanent 3.勤務時間 Work Schedule (週 40 時間制 hrww) □ 限定 Limited Term (___ヵ月 Months) 勤務日/Work Days: Various shift between 07:00-22:00 including weekends & holidays. (07:00-22:00 内の週末祝日を含む各種シフト制) 勤務時間/Work Hours: Various work hours/Rotation Shift/Irregular Schedule. (ローテーションシフト制、不規則勤務あり) 休憩/Recess: 1-hour recess per day when working 6 hours or more, no recess when working less than 6 hours. (勤務時間が6時間以上の日は1時間、6時間未満は休憩なし) │ 夜勤 Night Shift ◯ 残業 Overtime □ 出張 Business Travel **6.**職務内容 Duties Responsible for kitchen section and supervises subordinates. Prepares and cooks meat, poultry, vegetables, soup, sauces, gravy and desserts in bulk or individual. Ensures high nutritive value and good taste. Prevents waste and spoilage by observing pertinent instructions. Maintains sanitary conditions of the kitchen. Planes daily specials. Establishes daily kitchen schedule. Provides training to kitchen staff. Works with customers desiring parties. Performs other related or incidental duties as assigned 7.資格要件/身体条件 Qualification/Physical Requirements a. One year of specialized experience in the related work at 2-5 level. b. Knowledge of basic food sanitation and personal hygiene. c. Ability to cut meat, fish and vegetables in various shapes and sizes, and cook them. d. Ability to speak, read and write English at elementary proficiency level. (LD-1) e. Ability to motivate and train subordinate employees and work effectively with subordinates. * An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below. 2-5: One year of trade and /or manual work in a related field. * Handicapped applicants may be accepted, depending upon the degree and kind of disability. 英語力 English Language Proficiency: □必要なし None 図初級 Basic □中級 Intermediate □上級 Advanced [特段の能力 Exceptional 学歴 Educational Background: N/A 免許証/修了証 License/Certificate Required: 7/8 欄参照 See blocks 7 & 8

8.提出するもの Application and Associated Documents		職務状況
		Working
		Condition
*② 空席応募用紙 Application for Vacancy Announcement		Rotation shift
*□ 専門職務経歴書 Resume of Specialized Work Experience		including
*の記入は Complete * in □ 日本語で Japanese □ 英語で English ⊠ どちらでも Either		weekends &
図 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』		holidays. Working
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"		Irregular
□ 運転免許証の写し Copy of Driver's License		schedule.
□ 修了証/証明書の写し Copy of Certificate		senedate.
□ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)		週末、祝日を含
図 82 円切手を貼付し、応募者の郵便番号·住所·氏名を書いた返信用封筒 (12cm x 23.5cm)		むローテーショ
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)		ンシフト制。
☑日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant,		不規則勤務あり
copy of Residence Card and Passport/Visa Copy		1、万元只1主月1万 00 つ
9. 応募書類提出先 Office to Submit		
内部応募者(現 MLC/IHA 従業員)と外部応募者(非従業員)では、応募書類提出先が違います。上記必要提出物を		
お間違えの無い様、 郵送/提出して下さい。 募集締切日必着。 Office to submit job application documents is		
different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application		
documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.		
(注意)上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部応募者(非従業員)からの応募書類は		
無効となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA		
employees" only, Off Base Applicants will be rated ineligible.		
1 内部内首字(用 MI C/IIIA 分类号)提出生(坐布军性通常其协口大人意用钾(IIDO))。		
1.内部応募者(現 MLC/IHA 従業員)提出先 (米海軍横須賀基地日本人雇用課 (HRO)): Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):		
$\pm 238-0001$ $\pm 238-0001$		ase).
神奈川県横須賀市泊町1番地	1 Banchi Tomari-cho, Yokosuka	
PSC 473 BOX 22 CNRJ HRO N132	PSC 473 BOX 22 CNRJ HRO N132	
内線/Extension 243-8152	13C 473 DOX 22 CIVIS 11KO 1V132	
7 1 1956/ LARCHSTOIL 243-0132		
米海軍横須賀基地正門左手前事務所1階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置		
してあります。毎日午前0600時より、午後0600時までこの箱への応募書類の提出が可能です。		
Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is		
installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the		
left side of the main gate to the Yokosuka Navy Base.		
Total or the manning and to the Total	3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
2. 外部応募者(非従業員)提出先: Off Base Applicants must submit to:		
〒238-0011 〒238-0011		
神奈川県横須賀市米が浜通 1-6 村瀬ビル4階 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka		
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA		
管理第一係 Management #1 Section		
電話番号 Phone 046-828-6959		
	時(日本の祭日を除く) 雇田条件等のご質問けこちらにお問い。	今わせ下さい
受付時間:月曜—金曜、0830-1730時 (日本の祭日を除く)。 雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of		
employment.		
10. 事務処理欄 For Official Use		
募集部隊担当 ctivity POC: FFR, N94		43 HRO: (rcvd: 9/11)
PD No.: CFAY-N923T-006		au 9/15 kw 9/16
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PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450,9397; 及び日本法・個人情報の保護に関する法律(平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記:記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes. 利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

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